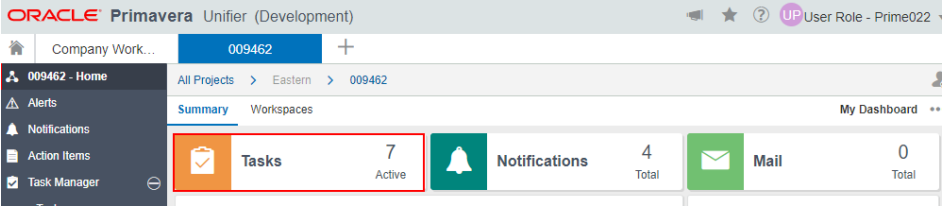
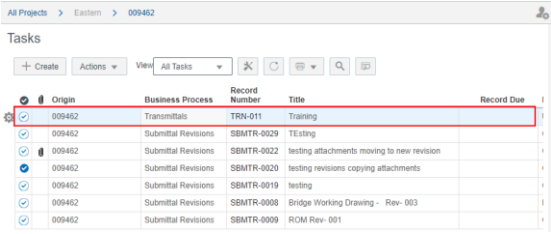
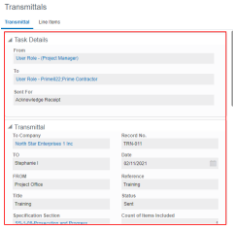
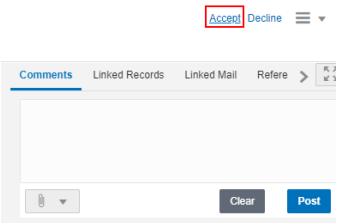
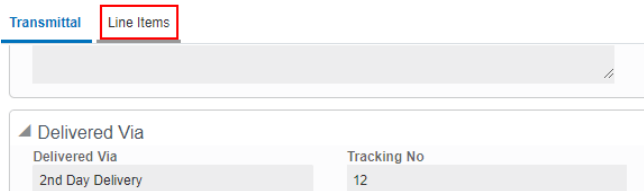
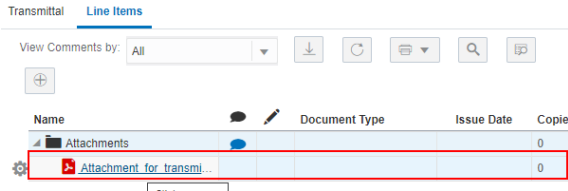
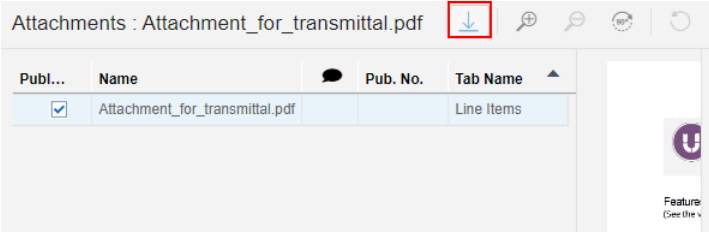
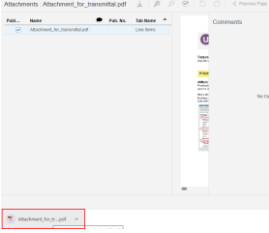
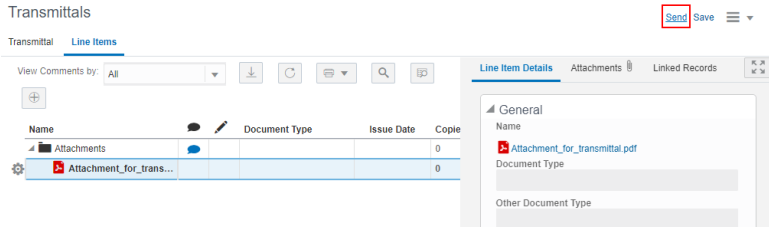
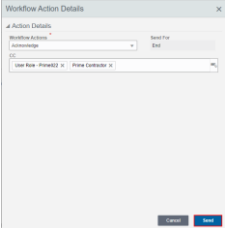


## WSDOT Initiated Transmittal-2: Contractor Acknowledgement NEW

Step	Action
1.	<p>Click <b>Tasks</b>.</p> 
2.	<p>Double-click <b>Transmittals Record</b> to open it.</p> 
3.	<p>Review <b>Transmittal</b> section details.</p> 
4.	<p>Click <b>Accept</b>.</p> 

Step	Action
5.	Review <b>Transmittal</b> section. 
6.	Review <b>Description</b> section. 
7.	Review <b>Delivered Via</b> section. 
8.	Review <b>Remarks</b> section. 
9.	Review <b>General</b> section. 

Step	Action
10.	<p>Click <b>Line Items</b> tab.</p> <p>Transmittals</p> 
11.	<p>Click on an attachment.</p> <p>Transmittals</p> 
12.	<p>Click <b>Download</b> icon to download file.</p> 
13.	<p>Navigate to downloaded files and click to open and review the transmitted document.</p> 
14.	<p>Click <b>Send</b>.</p> <p>Transmittals</p> 

Step	Action
15.	<p>Click <b>Send</b> to forward record to next step in workflow.</p> 
16.	<b>End of Procedure.</b>